Agenda
Economic Development Committee Meeting
Monday, September 16, 2024
Richland City Hall ~ Council Chambers
625 Swift Boulevard

Committee Members: Chair Bricker, Vice-Chair Morasch, and Members French, Griffin, Hall, Hughes, Potts, and Spencer

Council Liaison: Councilmember Jones

Staff Liaison: Economic Development Manager Wallner

Regular Meeting - 4:00 p.m.

Call to Order/Attendance:

Approval of Agenda: (Approved by Motion)

Public Comments: Public comments will be limited to 3 minutes per speaker.

Business: (30 Minutes)

1. CFIP2024-104 Commercial Facade Improvement Program - The Emerald of Siam Restaurant for Property Located at 1314 Jadwin Avenue
   - Lynne Follett, Economic Development Specialist
2. Ordinance Amending Title 5.04.386: Organizations Qualified to use Business License Reserves
   - Lynne Follett, Economic Development Specialist

Economic Development Update

Real Estate Update

Announcements: (3 Minutes)

Adjournment

Richland City Hall is ADA accessible. Any individual who has difficulty attending the meeting in-person may request to provide comments remotely. (Ch. 42.30 RCW) Requests for sign interpreters, audio equipment, and/or other special services must be received 48 hours prior to the meeting by calling the City Clerk's Office at 509-942-7389.

ECONOMIC DEVELOPMENT COMMITTEE AGENDA ITEM COVERSHEET

Meeting Date: 9/16/2024 Agenda Category: Business

Prepared By: Lynne Follett, Economic Development Specialist

Subject:
CFIP2024-104 Commercial Facade Improvement Program - The Emerald of Siam Restaurant for Property Located at 1314 Jadwin Avenue

Department:
Development Services

Recommended Motion:
Motion to recommend the City Council approve the application from Dara Quinn, owner of Emerald of Siam, for a Commercial Facade Improvement Program grant for improvements to 1314 Jadwin Avenue as outlined in application No. CFIP2024-102.

Summary:
Dara Quinn, owner of Emerald of Siam, has applied for commercial facade improvement program (CFIP) funds to update the exterior of 1314 Jadwin Avenue in the Uptown Shopping Center. The applicant proposes replacing the old aluminum frame windows and door with double-pane shaded windows and a new door. In addition to improving energy efficiency, the new windows will update the exterior appearance. The facade of this building is typical of other buildings in the Uptown and is mainly glass front.

The building is owned by Go Family Properties and managed by SVN Retter & Company. The owner approves of these modifications. According to permit records, Emerald of Siam has been in this Uptown building since 1983. The applicant previously received a $10,000 grant in 2017 for an awning and railing project that added the sidewalk café in front of the building. This new project is estimated to cost $30,000, with the CFIP providing up to half ($15,000) of the materials and installation.

The Council adopted the Commercial Facade Improvement Program on July 15, 2008, via Ordinance No. 15-08, and amended the evaluation criteria on August 1, 2017, via Resolution No. 136-17. Eligible expenses in the evaluation criteria include exterior window and door replacement costs. The proposed work is eligible for reimbursement per the adopted evaluation criteria. All improvements occur in reimbursable categories of the evaluation criteria and will be visible from the public right-of-way.

Staff recommends that the Economic Development Committee provide an affirmative recommendation to the Richland City Council.

Fiscal Impact: Based on eligible project costs, the Commercial Facade Improvement Program grant will provide $15,000 in matching funds for this project. If approved, the program will have a remaining balance of $34,325.96 for additional projects.

Attachments:
1. CFIP2024-104 Application - Emerald of Siam
2. Vicinity Map

Commercial Façade Improvement Program

Application

Applicant Name	Dara Quinn	**Applicant Title**	owner
Applicant Phone	509-947-3479	**Applicant Email**	sakiamusic@hotmail.com
Applicant Mailing Address	1314 Jadwin Ave Richland 99354		
Applicant Relationship to Business	owner		
Business Name	Emerald of Siam	**Business Phone**	5099469328
Age of Building	79	**UBI Number**	600505458
Project Physical Address	1314 Jadwin Ave Richland 99354		
Project Cost	$ $30,000.00	**Amount Requested**	$ $15,000.00

Amount of funding requested may not exceed 50% of project cost, and the maximum grant reimbursement is $20,000.00 per enclosed unit (see graphic within guidelines and procedures document).

Is the property owner different than the business owner?	☐ Yes ☐ No (If yes, complete section in yellow below)		
Owner Name	Go Family	**Property Manager**	SVN Retter
Owner Phone	5097379429	**Owner Email**	ben.murphy@svn.com
Owner Mailing Address	SVN Retter & Company		
Have you obtained permission to complete this project from the property owner?	● Yes ☐ No		
1) Have you used this program before?	● Yes ☐ No (If yes, complete section 1a)		

1a) For what purpose or project did you use this program in the past? Please indicate the year utilized, and the funding amount you received. Attach one photo of the completed project to this application.

New awning $6826 2018
also in approximately 2010 we received partial funding for a new sign, I think it was a different program

2) Provide a brief description of the proposed improvements and note how you believe they will enhance the area surrounding your business. Attach a photo, rendering, or sketch of the proposed improvement to this application. Attach additional pages as necessary.

This would be a complete window replacement of our street facing windows. This would replace single pane windows and old aluminum frame with updated frame and double pane shaded windows. This will update the facade as well as improve insulation on the building.

3) Will the project require any permits?	☐ Yes ● No (If yes, complete section 3a)

3a) Please indicate which permits you may need to obtain.

☐ City of Richland Building Permits	☐ City of Richland Right-of-Way Permits
☐ City of Richland Sewer/Water Permits	☐ Washington State Liquor Licensing

4) Have you consulted with Richland Development Services?	☐ Yes ● No

4a) If yes, which building division official did you speak with? If no, please email building@ci.richland.wa.us to set a consultation appointment.

5) Can the project be completed within 12 months? Please explain.
Yes. This project will take less than 2 days.

Revenue (Attach additional pages as necessary)	
Source	**Amount**
working capital	$ $15,000.00
city of richland facade improvement grant	$ $15,000.00
	$
	$
	$
	$
Total	$ $30,000.00

Expenses (Attach additional pages as necessary)	
Source	**Amount**
Window and frame replacement parts and labor	$ $25,000.00
labor to remove metal railing and replace after job, cleanup and repaint	$ $5,000.00
additionally we will lose	$
	$
	$
	$
Total	$ $30,000.00

You may use additional pages if necessary to complete the application. Please attach any additional information about the project or your organization that you believe is relevant to this application.

Application Requirements
Please check the box beside each item to note that you have met that requirement.

✓	Requirements for Submittal
☑	The business applicant has a current Richland Business License
☑	The applicant has available funds to complete the project before requesting reimbursement from the City
☑	The project complies with Richland Municipal Code and all applicable building and life safety codes
☑	The project improvements are clearly visible to the general public
☑	The reimbursement request is no more than 50% of total project cost
☑	The project requests reimbursement of no more than $20,000 per enclosed unit in this application
☑	The project is well designed, and the applicant provided a sketch or rendering of the proposal
☑	The project is permanent and long lasting
☑	The applicant provided **two (2)** estimates for the project

Application Review Criteria
In order to encourage applicants to incorporate multiple improvements into a given project, it is recommended that all projects submitted attempt to ***fulfill some or all of the criteria listed below***. It is not required that a project fulfill each criterion, but projects that fulfill multiple criteria will be looked upon more favorably. The Economic Development Committee reserves the right to reject or table applications for further review if they do not meet the criteria described.

✓	CRITERIA CONSIDERED
	Physical
☑	The project enhances the building and surrounding neighborhood
☑	The project enhances existing historical or architectural features
☑	The project is designed in consistency with the surrounding area
☐	The project enhances the immediate common area shared by two or more businesses
☑	The project is decorative and/or artfully designed in compatibility with its surrounding area
☑	The project improvements replace existing aging or decaying exterior appurtenances
	Programmatic Goals
☑	**The project clusters two or more on-site improvements**
☐	It is the first application awarded at the project site
☐	The improvements are in an area identified as a priority funding area
☑	The project narrative describes the project's positive economic impact on the business
	Relationship Building
☑	The project encourages favorable aesthetics in a shopping strip or center with adjacent retail/commercial vacancies
☐	The project is performed in tandem with another demonstrated economic development effort in the immediate area, or is made by two or more adjacent businesses

By signing below, you are affirming that you:

- Have read the **Commercial Facade Improvement Program Guidelines and Procedures** document
- Are aware of the limitations of this program
- Certify that requested funds will only be used for purposes as described in this application and/or as approved by the City of Richland
- You understand that use of funds is subject to audit by the State of Washington
- Will submit, if approved for award, a detailed project schedule and updated budget within 30 days of receipt of a fully executed contract

eSigned via SeamlessDocs.com

Key: 2cbec5583122e25d0971227cd603c64b

Signature

DARA M QUINN

Printed Name

08-24-2024

Date

Application Submittal

Applications completed digitally:

- Applications that were completed digitally may be saved and sent via email to info@richlandbusiness.com
- Save your application with a different file name than the original
- Attach any accompanying documentation as a separate attachment, saved as a PDF or JPG

Applications completed handwritten:

- Applications that are handwritten may be sent via email, dropped off, or mailed
- If sent via email, please legibly scan your document as a PDF
- If dropped off, bring to 625 Swift Blvd. in Richland: Attn: Mandy Wallner
- If mailed, mail to:

Richland BEDO
Attn: Mandy Wallner, Economic Development
625 Swift Boulevard, MS-18
Richland, WA 99352

Perfection GLASS

WINDOW & DOOR SPECIALISTS

1238 COLUMBIA PARK TRAIL
RICHLAND, WA 99352
(509) 586-1177
CORPORATE OFFICE

904 N. 4TH AVE.
WALLA WALLA, WA 99362
(509) 529-5110
*State Cont. License: PERFEI*241Q2*

Quote

Quote No	Quote Date
10525	7/24/2024

Salesperson
TANNER BROWN

Customer	Work to be Performed at
EMERALD OF SIAM 1314 JADWIN AVE RICHLAND, WA 99354 DARA (509) 947-3479 sakiamusic@hotmail.com	**1314 JADWIN AVE** 1314 JADWIN AVE RICHLAND, WA 99354 DARA

Work Requested

Description	Amount
DEMO / REPLACMENT OF STOREFRONT Kawneer Storefront System, TriFab 451T, Center Glazed, #40 Dark Bronze Kawneer Entrance System, 350 Stile Door, #40 Dark Bronze Doors To Include: -10" Bottom Rail -Continuous Geared Hinge -MS 1850 Dead Bolt -C09 Pull & CPII Pull Handle -International 8051 Surface Mount closer GLAZING: 1" OA, 1/4" SOLARBRONZE SOLARBAN 70 / ARGON / 1/4" CLEAR (Tempered where Required) *Fixed Bench Must Be Removed To start Demo And Finish Install Excludes: Vinyl and Decals	22,235.00

Subtotal:	22,235.00
RICHLAND Sales Tax:	1,934.45
Quote Total:	**24,169.45**

PROPOSAL DETAILS

1. **All proposals are good for 30 calendar days. After the 30 day period the provided proposal may need to be revised.**
2. **The customer is responsible for reviewing this proposal for accuracy to ensure all required aspects of the project are listed.**
3. **Perfection Glass will not be held responsible for material not listed on this proposal.**
   a. **In the case in which material must be provided that is not listed in this proposal, a change order will be issued to the customer.**
4. **Perfection Glass will provide a one (1) year warranty on all workmanship.**
5. **Manufacturer's warranties vary depending on the manufacturer. Perfection Glass will honor warranties on material from manufacturers, but labor to replace manufacturers defects will be charged to the customer.**
6. **Expedited orders may require an additional fee, depending on material availability and production schedule.**
7. **All lead times given are estimates. Lead times are subject to change.**

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Glass Nook
409 Wellsian Way
Richland, WA 99352
+1 5099436746
accounting@theglassnook.com
www.theglassnook.com

Estimate 267181

ADDRESS
Emerald of Siam
1314 Jadwin Ave
Richland, WA 99354

SHIP TO
Emerald of Siam
1314 Jadwin Ave
Richland, WA 99354

DATE	TOTAL
07/31/2024	$24,729.25

PHONE NUMBER
Dara: 509-947-3479

ITEM	QTY	DESCRIPTION	RATE	AMOUNT
		Jobs To Include Furnish , Install New Storefront Doors & Windows ,Frame will be Center glaze Bronze. Store Front Glass Will Be LoE Solarban 70 Sunblock Glass		
Storefront	1	StoreFront Door & Sidelite Single Door With Deadbolt u closer. Includes S section of side windows Includes all caulking & necessary Flushing Includes removal & disposal of existing windows	22,750.00	22,750.00T
		This is bid as prevailing grant program		

TERMS: 75% DOWN DUE AT ORDER, WITH BALANCE DUE IN FULL ON DATE OF JOB COMPLETION. ACCOUNTS ARE PAST DUE AFTER THIS DATE.

WE ACCEPT VISA, M/C, AM EX, DISCOVER, CHECKS & CASH.

THERE WILL BE A 3.5% CONVENIENCE FEE FOR PAYMENTS MADE BY PHONE & ONLINE.

AN 18% FINANCE CHARGE IS ASSESSED ON PAST DUE ACCOUNTS.

THANK YOU FOR SUPPORTING OUR SMALL BUSINESS.

SUBTOTAL	22,750.00
TAX (8.7%)	1,979.25
TOTAL	$24,729.25

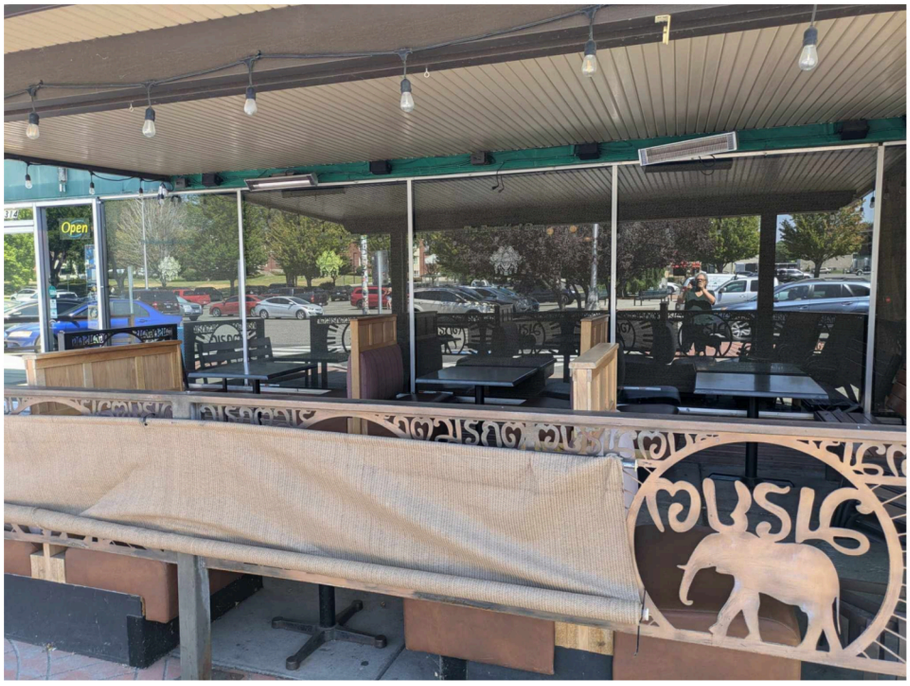
THANK YOU.

Accepted By

Accepted Date

TERMS: ACCOUNTS 30 DAYS PAST DUE SUBJECT TO LEGAL COLLECTION ASSIGNMENT &/OR LIENS PLACED AGAINST PROPERTY FOR MONIES OWED. CUSTOMER AGREES TO PAY ALL LEGAL FEES ASSOCIATED WITH COLLECTION EFFORTS GLASS NOOK & IT'S OWNERS MAKE TO COLLECT DEBTS OWED TO THEM. BY PURCHASING WITH GLASS NOOK, CUSTOMER HEREBY AGREE TO THESE TERMS.
THANK YOU FOR CHOOSING GLASS NOOK. WA LIC# GLASSI*997CH/OR LIC# 206879

new awning
2018



current
windows

proposed
window
update

VICINITY MAP

1314 JADWIN AVENUE

ECONOMIC DEVELOPMENT COMMITTEE AGENDA ITEM COVERSHEET

Meeting Date: 9/16/2024 Agenda Category: Business

Prepared By: Lynne Follett, Economic Development Specialist

Subject:
Ordinance Amending Title 5.04.386: Organizations Qualified to use Business License Reserves

Department:
Development Services

Recommended Motion:
Motion to recommend the City Council approve the addition of the Richland Chamber of Commerce as a qualified entity to use business license reserve funds.

Summary:
Section 5.04.386 of the Richland Municipal Code (RMC) specifies the organizations eligible to utilize the Business License Reserve Fund (BLRF). When initially adopted, Ordinance No. 17-90 included the Richland Chamber of Commerce as an eligible entity; however, when Section 5.04.386 of the RMC was last updated via Ordinance No. 50-19, the Richland Chamber of Commerce was no longer in existence and was removed from the list of qualified recipients. A new Richland Chamber of Commerce has formed and has requested inclusion as a qualified organization.

The Richland Chamber of Commerce will enhance the local business community and improve the environs of the City of Richland as required by RMC 5.04.386 to be an eligible recipient of the Business License Reserve Fund program(s).

Staff recommends that the Economic Development Committee forward a favorable recommendation to the Richland City Council.

Fiscal Impact: There is no fiscal impact to amend RMC 5.04.386.

Attachments:
1. ORD 2024-XX Amending Chapter 5.04 RMC

ORDINANCE NO. 2024-xx

AN ORDINANCE OF THE CITY OF RICHLAND, WASHINGTON, AMENDING RICHLAND MUNICIPAL CODE SECTION 5.04.386 RELATED TO ORGANIZATIONS QUALIFIED TO USE BUSINESS LICENSE RESERVES.

WHEREAS, the city has need, from time to time, to amend the Richland Municipal Code to bring into alignment with current practices; and

WHEREAS, the City of Richland desires to promote new and existing business activities in the City through expanded access to the Business License Reserve Fund by the newly formed Richland Chamber of Commerce; and

WHEREAS, the recommended changes to the Business License Reserve Fund have been vetted through affected City departments; and

WHEREAS, the Economic Development Committee (EDC) held a meeting on September 16, 2024, to consider changes to the City's Business License Reserve Program and recommended that Richland City Council adopt the proposed amendment to Chapter 5.04 of the Richland Municipal Code (RMC).

NOW, THEREFORE, BE IT ORDAINED by the City of Richland as follows:

Section 1. Chapter 5.04 of the Richland Municipal Code, entitled Business, Professions, and Occupations, as first enacted by Ordinance No. 83, and last modified by Ordinance No. 50-19, is hereby amended to read as follows:

5.04.386 Organizations qualified to use business license reserves.
Organizations qualified to use the funding reserved and accumulated in the categories as listed above shall include the Tri-Cities Regional Chamber of Commerce, the Richland Chamber of Commerce, the Tri-Cities Visitors and Convention Bureau, SCORE of the Mid-Columbia (business mentoring and education in the Tri-Cities), Small Business Development Center Tri-Cities (SBDC-TC) and the two business improvement districts (Downtown and Uptown). These groups shall have as their charter the enhancement of the local business community and the improvement of the environs of the city of Richland. The awarding of funds shall be determined by the Richland city council based upon recommendations to the council by the economic development committee, which shall review the applications submitted to them. The economic development committee shall develop a set of guidelines for the selection of the recipients, said guidelines to be approved by the city attorney and accepted by the city council.

Section 2. This Ordinance shall take effect the day following its publication in the official newspaper of the City of Richland.

Section 3. Should any section or provision of this Ordinance be declared by a court of competent jurisdiction to be invalid, that decision shall not affect the validity of the Ordinance as a whole or any part thereof, other than the part so declared to be invalid.

Section 4. The City Clerk and the codifiers of this Ordinance are authorized to make necessary corrections to this Ordinance, including but not limited to the correction of scrivener's errors/clerical errors, section numbering, references, or similar mistakes of form.

PASSED by the City Council of the City of Richland, Washington, at a regular meeting on the ____ day of _____, 2024.

_____
Theresa Richardson, Mayor

Attest:

_____
Jennifer Rogers, City Clerk

Approved as to Form:

_____
Heather Kintzley, City Attorney

First Reading: _____
Second Reading: _____
Date Published: _____